




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR NOVEMBER 25, 2009		

TO Captain John Carr, Fire Department
Mr. Ken Sands, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Ms. Valorie LaCour, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Tim Knight, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

DATE: December 2, 2009

In attendance were:

- Eric Tiso, Wolde Ararsa, Gary Letteron, Bob Quilter, Melvin Hicks, Andrea Houseman, and Eddie Leon for the Department of Planning;
- Capt John Carr for the Fire Department;
- John Igwe and Milan Rai for HCD Plans Examining;
- John Thumbi and Mark Brown for the Department of Transportation;
- Ken Sands for the Parking Authority; and
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities.

Agenda

1. Parkton Village (SWC Parkton Street @ Thornfield Ave) – 35 Townhouses
2. 2100 Liberty Heights Avenue – Parks and People Foundation Headquarters (Revised Plans)
3. 1300 Thames Street – Harbor Point – Office Building and Parking Lot

Parkton Village (SS Parkton Street SWC Thornfield Ave) – 35 Townhouses

Zoning: R-5

Plans Date: 17 Nov 2009

Block/Lot: 2530-C/017A

Urban Renewal: None

Environmental: Forest Conservation, Green Building Standard

Historic: None

Total Site Area: ±2.28 Acres

Gross Square Footage: Not listed

In addition to Committee Members and Planning staff, in attendance was:

- Gil Horowitz, Sage Mgmt., LLC;
- Bob Rosenfelt, CMR, Inc.;
- Carla Ryon, CMR, Inc.;
- Stu Darley, CMR, Inc.;
- Caroline Hecker, RMG; and
- Stanley Fine, RMG.

Project Summary:

This is a revised plan from the last SPRC review in August of 2006. In the previous proposal, the property was to be developed for 40 condominium units, but due to market conditions is now being planned for 35 fee-simple townhomes with 73 parking spaces.

Comments & Issues:

- **Fire Department:**
 - The plan generally meets their requirements, with the one exception that a truck arriving at the rear-most home would have an excessive distance to back-up in order to leave the site. Provide a turn-around in the side yard of the northeastern-most home. This could function as an open patio for the homeowner most of the time, but could be cleared and used as a turn-around as necessary.
- **Environmental/Landscaping:**
 - The Forest Stand Delineation (FSD) for this site has been reviewed and approved. Coordinate with Gary Letteron in Planning for review of the final Landscape Plan.
 - A stormwater management facility will be built underground. *Caution:* Ensure that you will be able to make the deadlines for submission and approval prior to the new SWM regulations' effective date.
 - Consider designing homes to at least visitable, if not fully accessible, standards.
- **Parking/Traffic:**
 - A Traffic Impact Study (TIS) will not be required, as per a letter from BDOT submitted by the applicant. *Caution:* Considering the 2007 date on the letter, please contact BDOT to confirm that this letter is still valid.
 - Show stop signs and stop bars at intersections.
- **Accessibility:**
 - Of the ten visitor parking spaces provided, one will be handicapped accessible.
 - Ensure that the heights of the proposed gang mailboxes do not exceed the maximum permissible height for ADA compliance.

- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - A battery of variances for lot area coverage and required yard setbacks will be needed from the BMZA. Coordinate with Martin French in Planning.

Next Steps:

- Submit two complete sets of revised plans for final approval and stamp.
- Continue the Subdivision review process.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

2100 Liberty Heights Avenue – Parks and People Foundation Headquarters (Revised Plans)

Zoning: R-7

Plans Date: November 20, 2009

Block/Lot: 3499/001

Urban Renewal: None

Environmental: Forest Conservation

Historic: Druid Hill Park National Register of Historic Places

Total Site Area: ±8.9 acres (This portion)

Gross Square Footage: ±11,241 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Jon Laria, Ballard Spahr;
- Robert Hedder, Synthesis; and
- Hugh McCormick, Ziger/Snead;
- Jackie Carrera, Parks & People.
- Addison Palmer, STV, Inc.;

Project Summary:

This project will create a new headquarters location for the Parks & People Foundation in a new building, as well as the renovation and use of the historic Superintendent's house for public events. This site is located on a triangular portion of the Druid Hill Park property bounded by Auchentorolly Terrace, Liberty Heights Avenue, and Reisterstown Road. This portion of the site is controlled by the Department of Parks and Recreation, and will be leased to the Foundation.

Comments & Issues:

- **Project Review:**
 - This project was last reviewed and approved by the SPRC in 2007, but a new design was required to address environmental concerns.
 - Pedestrian paths are provided throughout the site.
- **Environmental/Landscaping:**
 - The Forest Stand Delineation (FSD) has been accepted for this location, but further discussion may be required to save as many trees as possible.
 - Please send a site plan to Gary Letteron with the tree data layer turned on. Symbolology should show an X over the center of trees to be removed. Note the plans whether or not the tree symbol sizes are scaled to the Critical Root Zone (CRZ), and if the CRZ is based on 1' or 1.5' radius per 1" caliper (1.5' being preferred).
 - Please clarify whether trees are proposed to be removed or retained in the dry swale near the intersection of Auchentorolly Terrace and Reisterstown Road.
- **Parking/Traffic:**
 - Show the stop sign and stop bar exiting the site from the driveway to Liberty Heights.
 - Please dimension a standard parking space as 9' by 20'. Confirm all standard parking spaces meet these dimensions.
 - Please confirm the locations of the proposed fire hydrant. No parking should be permitted within 15' of a hydrant.

- The Fire Department was concerned that the “arrival court” turn-around is very tight. The submitted vehicle turning exhibit submitted is appreciated, but the 32’ pumper truck is not the largest common emergency vehicles in service. Coordinate with Capt John Carr for a better turning model.
- Two bicycle racks are shown to be provided.
- Accessibility:
 - Four handicapped parking spaces are proposed, one in each parking area, with an 8’ wide loading area.
 - Please show accessible paths from handicapped parking spaces to each building, and label materials traversed. Please ensure that there are accessible benches on the green roof decks.
 - Please ensure that buildings are accessible, preferably through the same entrances. Explore the potential for adding a ramp to the front of the Superintendent’s House to allow for handicapped entry through the same location.
- Historic:
 - This site is located within the Druid Hill Park National Register of Historic Places. Portions of the site may be reviewed by the Historic and Architectural Preservation Division of Planning.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - In a previous application, it was thought that BMZA approval would be required for a “multi-purpose neighborhood center.” Since that time, there may be a by-right use classification that the Foundation is pursuing. They will coordinate with the Zoning Administrator’s office for guidance.

Next Steps:

- Submit two complete sets of revised plans, plus one .pdf copy of the plans for follow-on review.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

1300 Thames Street – Harbor Point – Office Building and Parking Lot

Zoning: B-2-2 (PUD)

Plans Date: 20 Nov 2009

Block/Lot: 1825/001

Urban Renewal: None

Environmental: Critical Area; Forest Conservation; Green Building Standard.

Historic: None

Total Site Area: ±6.5 Acres (±2.0 Acres LOD)

Gross Square Footage: ±250,000 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Jonathan Flesher, Harbor East Development Group;
- Dave Wozniak, RK&K.
- Chris Krupinski, RK&K;
- Steve Eastwood, ASG; and
- Steven Young, ASG;

Project Summary:

This Thames Street Wharf project is a proposed ±250,000 sqft seven-story office building. The original site plan for this project was reviewed by the SPRC in 2006, but the project was delayed, and now two future phase buildings will be further delayed. As a result of these changes, the design of this building is now modified. Morgan Stanley is the anticipated tenant, with expected move-in during spring of 2010.

Comments & Issues:

- Environmental/Landscaping:
 - This site is located within the Chesapeake Bay Critical Area.
 - Shading of the parking areas is important to minimize heat island effects, and needs to be worked into the proposed design. These may be affected by some below-grade caps.
- Parking/Traffic:
 - The parking lot will be restriped, and card access readers will be installed.
 - Loading docks have been relocated to the north side of the building.
 - A bicycle facility for at least ten bicycles needs to be provided on the east side of the building, close to an entrance.
- Accessibility:
 - Nine additional handicapped parking spaces are required. Show the accessible path to the building. The spaces are somewhat clustered due to grading exceeding 2% in areas. If portions of the parking lot are card-access controlled, and another portion is not, the handicapped parking spaces should be provided in each area roughly in ratio for each group.

- Historic:
 - The nearby Ferndale Fence Building is located in a local historic district, and will require CHAP approval for any changes to that site.
- Plan Adjustments:
 - Loading docks have been relocated to the north side of the building.
 - The proposed promenade has been reduced in scope to 20' width. This is expected to be a temporary condition. Once future phases are built, the promenade can be widened.

Next Steps:

- Schedule a follow-on meeting with Ken Hranicky, Gary Letteron, Bob Quilter and Eric Tiso.
- Once follow-on meeting is held, submit a revised paper set of plans, plus one set in .pdf format, and schedule for SPRC review.
- Planning Commission review of this project for Final Design Approval, at a minimum, will be required.

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